

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, October 10, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Gran led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Joshua Gran, Robert Burns, Robert Lemke (arrived at 6:03 p.m.), and DeWayne Schroeder. Council member(s) absent: Paul Fisch. City staff present: Adam Swann, clerk-administrator, Mike Tornstrom, ambulance director. Visitor(s) present: Matt Klug.

AGENDA: Councilmember Burns moved to approve the agenda; the motion was seconded by Member Schroeder. All members present voted in favor of the motion, and the motion passed.

CONSENT AGENDA APPROVAL: Member Schroeder moved to approve the consent agenda. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed. The consent agenda comprised the following items:

- a. Approval of minutes from September 26, 2016 regular meeting
- b. Approval of zoning permit application from Winona Controls, Inc. and MAAD Alley, LLC to replace signs at 108 Bissen St. (parcel ID number 210589000)
- c. Approval of request to close N. Marshall St. (between E. Lincoln St. and E. Main St.) from 7:00 a.m. to 7:00 p.m. on October 22, 2016 for Wild Turkey Fest
- d. Approval of Resolution 2016-013: Resolution Appointing Election Judges for General Election on November 8, 2016

PUBLIC COMMENT:

- a. Matt Klug expressed opposition to the City's plans to buy a new tractor and questioned the City's concerns about its existing tractor.

CLERK-ADMINISTRATOR:

- a. Pool plumbing: Clerk-Administrator Swann solicited Council feedback regarding whether the plumbing in the pool bathhouse should be raised and put in the ceiling or whether a bulkhead was needed. The consensus of the Council was that the plumbing could remain in its current location provided that the plumbing was flush against the ceiling.
- b. Updates: Swann reported the following: 1) the Fire Dept. hosted 120 children (K-2) as part of Fire Prevention Month; 2) Swann would be appearing before the Caledonia American Legion on Oct. 11 to request funding for a new scoreboard; 3) City staff Allison Wagner was working on a new City website; and 4) City staff Craig Nelson had responded to an emergency sewer leak after work on Oct. 6 near Honeysuckle Ln.

UNFINISHED BUSINESS:

- a. City policy re holidays, bereavement leave, vacation leave, and sick leave for non-bargaining agreement employees: Council discussed whether to provide pro-rated leave benefits for regularly scheduled, non-bargaining part-time employees. No further action was taken by Council.

NEW BUSINESS:

- a. Review need for outreach coordinator for Ambulance Department: Council discussed whether there was still a need for an outreach coordinator now that the Ambulance Department had a full-time

director. Ambulance Director Mike Tornstrom reviewed with Council the duties of the position, and recommended keeping the position based on the critical role it played in scheduling trainings for both City and external ambulance staff; Tornstrom reported that the trainings generated revenue for the department that exceeded the outreach coordinator's monthly stipend. No further action was taken by the Council.

b. Review pricing proposal from Payment Services Network, Inc. for provision of ebills and online payment options for utility bills: Council reviewed a proposal from Payment Services Network, Inc. to provide online payment and billing options for City utility bills. Council questioned the impact on the approximately 385 utility accounts currently making payments through the Automated Clearing House (ACH). No further action was taken by Council.

c. Consideration of purchase of real property in the City (parcels 21071900 and 21072300): Council reviewed and discussed a real estate listing in the City of Caledonia. The discussion was held in open session. No further action was taken by Council.

d. Overtime report: The Council reviewed the overtime report for the pay period September 12-25, 2016. The Council took no further action.

e. Prepaid claims: Council reviewed the prepaid claims for the period September 13, 2016-October 7, 2016. Member Schroeder moved to approve the prepaid claims listed below. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.

Amaril Uniform Company	Light – RF Clothing (Blocker/Becker)	1,150.89
Business Financial Planning	Café Plan Payday	312.01
Caledonia Police Association	PD Assn Dues – Sept 2016	95.00
First Supply LLC	Water – Repair Parts	1,127.70
IUOE Local #49	Union Dues – Sept 2016	442.00
Kraus Oil Co Inc	Mult – Diesel	936.00
League of Minnesota Cities	2016-2017 Membership Dues	30.00
MN Child Support Pmt Ctr	1 Case ID	203.04
Bosen, Dan	Personal Phone Stipend Sept	25.00
Caledonia Fire Department	Relief Assn – 3 rd Qtr 2016	600.00
Clayton & City, Blake	Meter Deposit Refund & Interest	250.98
Houston Country Treasurer	Ho Co Coll Site Oct 2016	4,683.00
King, Randy	Reim – Tourney Fee Summer	75.00
Lauzon & City, Mercedes	Meter Deposit Refund & Interest	250.94
Nelson, Craig T.	Personal Phone Stipend Sept	25.00
Palubicki & City, Julie	Meter Deposit Refund & Interest	250.70
Peplinski & City, Steve	Meter Deposit Refund & Interest	251.22
Public Emp Retirement Assn	Pera Payday	7,481.07
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Rud & City, Tony	Meter Deposit Refund & Interest	150.20
Thorson Graphics LLC	Amb – Uniforms	315.46
Traffic Marking Service, Inc	Traffic Eng – Mtls/Labor	1,894.13
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Von Arx & City, Christopher	Meter Deposit Refund & Interest	250.70
Caledonia True Value	Mult – Misc	407.87
MN Post Board	Lic App – Craig Wurzel	90.00
Northern Beverage Dist	Liquor Store Inventory	1,092.40
Schmitz Refrigeration	Mult – Repairs	367.76

Schott Distributing Co, Inc	Liquor Store Inventory	5,397.05
Spring Grove Soda Pop	Liquor Store Inventory	242.50
Allstar Engines, LLC	Elec Dept – Saw Maint	49.50
Blue Cross Blue Shield of MN	PD – Health Ins (M Coffield)	2,436.69
Cooper Power Systems	Light – Substation Project	2,259.51
Dalco	Aud – Can Liners	19.59
Employee Data Forms of Mo	2017 Employee Data Calendar	23.00
Midwest Fire Equipment	FD – Repair Parts Truck 1470	89.48
Pappacoda & City, Allison	Meter Deposit Refund & Interest	251.62
Jack Neumann Trucking	Liquor – Freight Exp	92.00
Johnson Brothers Liquor Co	Liquor Store Inventory	3,357.28
Pearson, Nathan	PD – 2016 Uniform Allowance	49.99
Phillips Wine & Spirits Co	Liquor Store Inventory	108.96
Ziebell's Hiawatha Foods, Inc	Liquor Store – Inventory	18.75
B & M Service Center	Street Equip – Fuel	39.85
Becker, Nathan	Reim – Exp for Dot/CDL Exam	80.00
Blocker, Matt	Reim – Exp for Dot/CDL Exam	80.00
Farmers Coop Elevator Co	Animal Control – Rat Poison	12.60
Louks, Seth	PD – Reim Travel Exp	418.61
Northern Beverage Dist	Liquor Store Inventory	859.35
Water Systems Company	Clerk's Office – Water Cooler	195.00
Business Financial Planning	Café Plan Payday	312.01
Commissioner of Revenue	State W/H – Payday	1,715.45
G & F Distributing	Liquor Store Inventory	401.45
League of MN Cities Ins Trust	Annual Pay Plan	1,324.00
Merchants Bank	Fed/Fica/Med – Payday	9,389.71
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	645.00
NCPERS Minnesota	NCPERS Payday	48.00
Peplinski, Steve	Refund Credit on Utility Acct	140.18
Principal Life	Mult – Life/Ad&d/Dep Life	474.70
Public Employment Ret Assn	Pera Payday	7,992.42
Public Employment Ret Assn	Pera/DCP – Payday	222.50
Schott Distributing Co, Inc	Liquor Store Inventory	1,164.20
Southern Glazer's of MN	Liquor Store Inventory	828.88
Spring Grove Soda Pop, Inc	Liquor Store Inventory	84.40
Dress, Ashley	Library – Mileage Reim	85.21
Gerardy, Michael F	Reim – Travel Exp (view plow truck)	18.64
MN City/County Mgmt Assn	City Clerk – Membership (A. Swann)	100.00
Boesen, Dan	Mult – Uniform Allowance	125.00
MN Dept of Revenue	Sales/Use Tax – Sept 2016	22,941.00
Northern Beverage Dist	Liquor Store Inventory	1,176.55
Richard's Sanitation, LLC	Recycling – Collections Step	6,801.40
Schott Distributing Co, Inc	Liquor Store Inventory	2,455.60
Verizon Wireless	Mult – Comm Exp	269.18
Commissioner of Revenue	State W/H – Payday	258.34
Merchant's Bank	Fed/Fica/Med – Payday	1,698.63
Acentek Ascending Technology	Mult – Comm Exp	1,107.07
Artisan Beer Company	Liquor Store Inventory	115.50
Bulman, Megan A	Amb – Reim EMT Course Exp	820.00
Caledonia Oil Co	Mult – Unleaded	902.28

I State Truck Center	Street Equip – 2007 Plow Truck	65,000.00
IUOE Local 49 Benefit Fund	Mult – Health Ins	21,930.00
Jack Neumann Trucking	Liquor – Freight Exp	102.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,463.90
Kruckow, Sarah L	Amb – Reim EMT Course Exp	820.00
Minnesota Energy Resources	Mult – Nat'l Gas	845.33
Phillips Wine & Spirits Co	Liquor Store Inventory	1,350.15
Public Emp Retirement Assn	Pera Payday	1,197.96
Spring Grove Soda Pop, Inc	Liquor Store Inventory	54.05
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Verizon Wireless	Police Dept – Case Research	100.00
Visa	Library & Street – Drill Press Vise	538.85
Gunderson Medical Foundation	Amb – Reg Fee Mike Tornstrom	40.00
Kinneberg, Myron O	Aud – 2016 Uniform Allowance	125.00
Breakthru Beverage of MN	Liquor Store Inventory	907.80
Northern Beverage Dist	Liquor Store Inventory	545.60
R & B Foods, LLC	Liquor Store Inventory	45.00
Schott Distributing Co, Inc	Liquor Store Inventory	4,786.75
Spring Grove Soda Pop, Inc	Liquor Store Inventory	133.90
Total:		\$204,256.37

f. Claims payable: Council reviewed the claims payable for October 2016. Member Lemke moved to approve payment of the claims listed below. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

Ability Building Center, Inc	Rec Park – Groundkeeping Crew	85.50
Airgas USA, LLC	Street – Oxygen/Acentylene	142.70
Aritc USA, LLC	Ice	158.88
Auto Value Parts Store	Mutl – Misc	70.92
Baker & Taylor Books	Library – Books (Ho Co Funding)	384.37
Becker & Stemper Electric	Aud – Labor/Svces	113.86
Bound Tree Medical, LLC	Amb – Misc	2,027.34
Business Financial Planning	Café Plan Payday	312.01
Caledonia Haulers, Inc	FD – Truck 1410 Repairs/Maint	362.30
Caledonia Implement Co	Street – Misc	225.93
Caledonia Oil Co	Mult – Maint & Fuel	257.10
Caledonia Police Association	Pd Assn Dues – Oct 2016	95.00
Carquest Auto Parts Store	Mult – Repair Parts, Batteries, Ext	576.36
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	11,937.67
Commissioner of Revenue	State W/H – Payday	1,722.25
Communications Service WI	Mult – Pager Batteries	235.50
D S Electric Supply Inc	Light – Misc	122.54
Davy Engineering	Mult – Misc	1,945.21
Davy Laboratories	Stp – Lab	2,130.50
Demco, Inc	Library – Laminating Pouches	66.39
ECM Publishers, Inc	Mult – Misc	319.30
Electric Pump	Stp – Lift Station Svce & Repairs	4,024.68
First Supply LLC	Mult – Misc	184.87
Foremost Promotions	FD – Promotional Items	745.00
Galls, LLC	Amb – Uniforms (M Tornstrom)	57.33
Gopher State One Call	Light – Location Notifications	37.80

Hammell & Murphy, Pllp	Mult – Misc	7,149.00
Hawkins, Inc	Stp – Chemicals	1,290.46
Heiman Fire Equipment, Inc	FD – Tools	347.80
Innovative Office Solutions	Mult – Office Supplies & Planners	405.54
Interstate Roofing	Stp – Roof Repair	1,866.57
IUOE Local #49	Union Dues – Oct 2016	442.00
Ken’s Small Engine, Inc	Mult – Misc	54.48
Mathy Construction Co	Streets – Hot Mix For Patching	729.28
Michael’s Truck Equipment	Street Equip – Truck 004 Parts/Labor	1,029.81
Minnesota Pipe & Equipment	Light- Marking Paint	117.94
Mississippi Welders Supply Co	Amb – Oxygen	114.06
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	645.00
Nelson Flag & Display, Inc	Park Areas – Flagpole Parts	16.80
Printy Quick	Mult – Meter Door Hangers	154.16
Public Emp Retirement Assn	Pera Payday	8,121.40
Richard’s Sanitation, LLC	Refuse Disposal	142.30
Schilling Supply Company	Mult – Bags, Saks, & Copy Paper	378.75
Schoh, Joe	Park Areas & Ballfields – Weed/Bug Spray	385.00
SE Libraries Cooperating	Library – Auto Fees	1,010.44
Sema Equipment, Inc	Street Equip – Mower Parts	38.36
Semnit	Mult – Tech Svces	1,217.00
Severson Oil Company	Street Equip – Fluids	36.70
Steele Construction & Landscap	Forr/Nurs – Diseased Tree Removal	1,170.00
Tactical Solutions	PD – Cert (2) Radar Units	62.00
Thomson Reuters	Clerk’s Office – Renew Fixed Assets	290.00
Tri County Electric Co-Op	Mult – Elec Energy, Lighting	155,284.78
True Pitch, Inc	Rec Park – Flex Steel Drag	580.95
Water Systems Company	Clerk’s Office – Drinking Water	13.72
Wiebke Tire & Exhaust, LLC	Street Equip & Light – Rotate/Balance	65.00
Ziegler, Inc	Stp – Repair Parts	1,969.24
Total:		\$213,672.89

ANNOUNCEMENTS: The next regular meeting will be on October 24, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Schroeder, seconded by Member Burns. All members present voted in favor, and the motion was declared carried to adjourn at 8:05 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator